

SALARY EQUITY REQUEST FORM IN-RANGE SALARY ADJUSTMENT

See instructions on page 2

Employee Name:	Position Number:		
Classification Title:	Working Title:		
Division/Institution:	Work Unit:		
Current Salary:	Salary Grade:	Quartile:	Salary Reserve Available: Y/N

A. Summary of the Inequity:

Does the inequity cover more than the employee's job class? Yes: ____ No: ____ If yes, then list all the related job classes:

The work unit used to calculate equity for this employee is:

This is the same unit used for previous requests of the same job class. Yes: ____ No: ____

Explain if different:

B. The inequity with the closest comparable employee is ____ %.

The salary history of all comparison positions/employees has been checked to make sure there was no unusual or atypical salaries used for comparisons Yes: ____ No: ____

C. If granted, will the requested increase cause any additional salary inequities?

No: ____ Yes: ____ (explain): _____

D. Were all related positions (on the Equity Analysis Worksheet) compared using the five factors (work experience, skills, education, performance level, and length of service)?

Yes: ____ No: ____ Comments concerning priority and weighting: _____

E. In-range adjustments awarded in last 12 months: ____ % \$ _____

F. Recommended percent increase: ____ New salary: _____ Effective: _____

Note: Adjust recommended amount by previous in-range adjustments so total does not exceed 10%.

G. Employee educational and experience qualifications over the minimum required: _____

Total years: _____

Does the employee have the qualifications over the minimum for the salary requested? Yes / No

H. Demographics - Employee is: Race(White, Black, Hispanic, Asian, Indian American):

____ Male: ____ Female: ____ Age: ____

Has a specific job disability - Yes: ____ No: ____

APPROVALS AND REVIEWS:

Supervisor: _____ Date: _____

Agency Director: _____ Date: _____

Agency Personnel Office: _____ Date: _____

DHR Personnel Office: _____ Date:

INSTRUCTIONS
(Salary Equity Request Form)

- A. Summary of the Inequity:** Describe the equity problem, check whether more than one job class is involved, list all related job classes if necessary, determine the relevant work unit, and check to see if this is the same or a very similar work unit to previous requests for this job class.
- B. The inequity with the closest comparable employee is ____ %.** Review and analyze the Equity Analysis Worksheet to determine the percentage difference between salaries of this employee and the closest comparable employee. Examine the salary/employment history of each of the comparison positions to assure there are no unusual or atypical salaries used for comparisons.
- C. If granted, will the requested increase cause any additional salary inequities:** Check the recommended salary and background against all related positions in the relevant work unit to determine if the increase will cause any inequities.
- D. Were all related positions compared:** Analyze the Equity Analysis Worksheet to ensure that each comparison position/employee was evaluated by current information regarding related work experience, skills, education, performance level and length of service. Comments should include any deviations in priority order and some indication concerning how the factors were weighted in importance.
- E. In-range adjustments awarded in last 12 months:** List the percentage and dollar amount of any in-range salary adjustments received by the employee in the preceding 12 months.
- F. Recommended percent increase:** List the requested percent increase. **New Salary:** Calculate the new proposed salary for the employee using the requested percent increase. **Effective Date:** Note the requested effective date of the increase. Check above to make sure the employee has not had any in-range salary adjustments in the past 12 months. If so, the total increase cannot be higher than 10% of the original salary and the requested amount may have to be adjusted.
- G. Employee educational and experience qualifications over the minimum required:** Review the employee's education and related experience and compare their qualifications to the minimum requirements of the job class. List all related education and experience over the minimum in narrative form and determine the total amount of credit allowed. Calculate the qualifying salary using the New Appointments Policy formula of up to 3% for each year of education and experience over the minimum required. For example, if the minimum requirements of the job class are high school and three years related experience, and the employee has a related technical school degree (two years) and six and one-half years of directly related experience. The additional qualifications would read "Two year Associate Degree in (list field) plus an additional three and one-half years related experience." This would equal 3% times 5 years 6 months or 16.5% above the minimum for the salary grade as the qualifying salary.
- H. Demographics:** Fill out the demographic information related to the employee. Check yes to a disability only if it is job related.